

Safety

The safety and security of **Keystone Montessori** employees, students, and families is of the utmost importance.

For your safety, please don't hesitate to ask the Head of School about ANY phase of your job that may seem to be hazardous or unfamiliar. *EMPLOYEES NEED TO BE AWARE AND ALERT REGARDING THE SAFETY AND WELL BEING OF THE CHILDREN AND STAFF AT ALL TIMES.*

Employees may not lift over 60 pounds by themselves. If the load is over 60 pounds, the employee **must** get assistance and not attempt to lift the load alone. We expect all of our employees to be safety conscious, and to assist us in identifying and addressing unsafe conditions.

Workers' Compensation is provided at no cost to the employee through **Keystone Montessori** contributions. Employees may be eligible for workers' compensation if they are injured in a job related accident, and are unable to work.

Employees must report all injuries, no matter how small, to their supervisor at once.

Mandatory Reporting

By Arizona law you are required to report any reasonable belief that there has been abuse of a child. Abuse is specifically defined as a reasonable belief that a child has been the victim of any of the following:

- Physical injury that appears to have been inflicted by other than accidental means or that cannot be explained by available medical history as accidental in nature
- Denial or deprivation of necessary medical treatment or surgical care or nourishment
- Infliction of serious emotional damage (generally if diagnosed by a medical doctor or psychologist and caused by the acts or omissions of an individual who has care, custody, and control of the child)
- Indecent exposure
- Public sexual indecency to a minor
- Sexual abuse
- Sexual conduct with a minor
- Sexual assault
- Molestation of a child
- Furnishing items that are harmful to a minor via the Internet
- Surreptitious photographing, videotaping, filming, or digitally recording or viewing a minor
- Incest
- Child prostitution
- Commercial exploitation of a minor

- Sexual exploitation of a minor
- Luring a minor for sexual exploitation
- Admitting a minor to public displays of sexual conduct

You must immediately report any reasonable belief that child abuse has occurred to the Head of School AND contact Child Protective Services or law enforcement. You are not to notify parents or staff other than the Head of School or his/her designee of the report. **Keystone Montessori** will not tolerate child abuse in any form: physical, emotional, verbal, or sexual.

As a school employee, you are required to the Head of School report any suspected crime against person or property that is a serious offense as defined in A.R.S. § 13-706. Suspected crimes that are subject to this requirement are as follows:

- Any conduct that results in serious physical injury
- Any conduct that poses a threat of death or serious physical injury to an employee, student, or other person on school property
- Any conduct that involves a deadly weapon or dangerous instrument
- Murder
- Manslaughter
- Aggravated assault resulting in a serious physical injury or involving the discharge, use, or threatening exhibition of a deadly weapon or dangerous instrument
- Sexual assault
- Any dangerous crime against children
- Arson of an occupied structure
- Armed robbery
- Burglary
- Kidnapping
- Sexual conduct with a minor under fifteen years of age
- Child sex trafficking

You must document your report to the Head of School using a reporting form that is available in the office or by providing information in writing to the Head of School that identifies your name, the suspected crime, the individual(s) who perpetrated the suspected crime, a summary of the incident as you know it, and a list of other individuals who might have also witnessed or been aware of the conduct.

The Head of School or his/her designee is responsible for reporting the conduct to a local law enforcement agency. The Head of School or his/her designee will notify the parent or guardian of any student involved in suspected crime or conduct that is described above by the end of the day on which the conduct was reported unless directed not to do so by the local law enforcement agency. Staff are not to report the conduct to parents directly.

This policy does not relieve you of your individual obligation to report conduct that is subject to the suspected child abuse policy.